

Goodfellow Air Force Base Procedures for Volunteer Requests

Current as of 1 July 2012

For both on-base agencies and local non-profit community agencies, provide the information requested below, and email to kathleen.garrett@goodfellow.af.mil or fax to 325-654-5453 or 325-654-3428 to the attention of the Volunteer Coordinator. Volunteers may consist of all branches of service -- the military member, family members, and civilians. Goodfellow Air Force Base personnel and leadership consider themselves a part of the local community and support these requests whenever possible.

The majority of requests received are for personnel to spend time on a project or activity, not in uniform, with no donations or equipment requested. Time may be as little as one hour or as much as coaching for an entire season. Requests for materials, use of equipment, or for volunteers to be in uniform need to be routed through the Goodfellow Public Affairs Office, 17TRW.PA@goodfellow.af.mil or 325-654-3877. Requests need to be submitted at least 12 calendar days prior to the event.

IMPORTANT: After the event, agencies need to report the number of volunteers that assisted and the total number of hours contributed using the Volunteer Information Feedback form. Also please note that Goodfellow Air Force Base personnel are prohibited from signing a waiver of liability when volunteering in an official capacity. If any activity has the potential for injury, volunteers must be provided a safety briefing, outlining the specific dangers. Volunteers must also be provided safety equipment (gloves, masks, back support, etc.) where necessary. You may contact the Goodfellow Safety Office at 654-3963 for advice on providing a safety briefing.

Name of non-profit organization:
Name of event:
Number of volunteers needed:
Date(s) of event:
Start/end times volunteers are needed:
Full address where volunteers are to go:
Point of contact (POC) name:
POC's office phone number:
POC's phone number on day of event (optional):
POC's email address:
What volunteers are needed to do:
Respond Yes, No, or Possibly. Can you provide transportation for volunteers if needed?
Other relevant information (optional):